



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

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LOCAL COUNCIL  
AWARD SCHEME  
QUALITY GOLD

Minutes of the meeting of Upton by Chester and District Parish Council's Finance Committee held on Monday 06 September 2021, 7.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

**Present:** Cllr A Bennion, Cllr T Egerton-Parry (Chairman) Cllr J Evans, Cllr P Greenhalgh, Cllr J Houlbrook.

**In attendance:** Suzi Bull (Clerk/Proper Officer) and 1 member of the public.

## 1. APOLOGIES FOR ABSENCE.

**Resolved:** The following apologies for absence were received:

Cllr Keenan – medical.

Cllr Poulton – personal.

## 2. DECLARATIONS OF INTEREST.

No declarations of interest were made.

## 3. MINUTES.

**Resolved:** The Minutes of the meeting held on 07 June 2021 were confirmed as a correct record and signed by the Chairman.

**Proposed by** Cllr Greenhalgh, **seconded by** Cllr Evans.

## 4. FINANCE COMMITTEE ACTION POINTS.

The following items were reviewed:

Parish-wide survey. Cllr Walker has indicated via email that the draft survey will be available very shortly.

**Resolved:** The Clerk will carry out checks on survey portal Survey Monkey to clarify its compliance with GDPR.

Workforce and skills – no further work has been done on this item.

**Resolved:** The Employment Committee meeting will be brought forward to discuss this issue urgently.

Upton Pavilion/catering and retail.

**Resolved: A sub-committee will be set up as soon as possible to discuss the development of the pavilion. Membership will include Cllr Greenhalgh, Cllr Houlbrook, Cllr T Egerton-Parry and Cllr Bennion. The original pavilion architect will be invited to attend the first meeting.**

Marketing and promotion of assets.

**Resolved: The Communications Committee will drive the project to upgrade the website.**

New signage for the QE II Playing Field and facilities will be drafted and costed. The cost of five additional community notice boards will be sourced and brought back to the next meeting.

5-10 year financial mapping process – see above.

**Resolved: this will be included within the remit of the new sub-committee.**

#### **5. PLAYGROUND AND TENNIS COURTS PROJECTS FINANCIAL SUMMARY.**

The committee received information on sources of funding available.

The tennis court project has been awarded a £15,000 grant from a new funding source (Cheshire Tennis Association).

This will mean that the Parish Council will only require a £10,000 interest free loan from the LTA. Due to special concessions, only £8,000 of the loan will be repaid.

**Resolved: Noted.**

The Chairman of the QE II Sub-Committee reported on the revised playground project which is now to be completed in two phases. The first phase will include the repair of all existing equipment, replacement of the playground surface and the addition of a sensory trail and new swings. The playground extension with the older children's equipment will be part of the second phase.

A tender document for the work was presented to the committee for approval.

**Resolved: The tender document for the playground project was approved.**

#### **6. COMMUNITY ENGAGEMENT.**

**Resolved: The Parish Council will look at how to present financial and governance information in a more accessible format.**

#### **7. ACCOUNTS.**

**Resolved: The latest accounting reports were received and noted.**

#### **8. PAVILION AND QE II INCOME.**

**Resolved: The latest income report was received and noted.**

#### **9. DATE AND TIME OF THE NEXT MEETING.**

**Resolved: The date and time of the next meeting will be on Monday 4 October 2021.**